

STEPS FOR PURCHASING LIVESCAN EQUIPMENT AND DIGITAL CAMERAS

Explanation of Column Names

CBO: "Compensation Board Only." If your agency is not funded by the Compensation Board, these are steps that may be disregarded. If your agency is funded by the Compensation Board, follow all the steps on this page for the type of system you are procuring.

New: Step required for a new agency

Add: Step required for an existing Live Scan agency to add a new system

Upg: Step required for an existing Live Scan agency to upgrade a system to take mugshots

#	CBO	New	Add	Upg	Step
1		Y	Y		Review the VSP website at http://www.vsp.state.va.us/cjis_livescan.htm (text: http://www.vsp.state.va.us/cjis_livescan.htm) to determine what certified equipment meets the agency's needs.
2		Y	Y	Y	Request price list from VSP; VSP sends price list to agency.
3		Y	Y	Y	Agency informs VSP of items desired. VSP discusses items with agency, if needed.
4		Y	Y	Y	VSP requests a formal quote from the vendor for the items agreed upon and the vendor will send it to the agency when it is received.
5		Y	Y	Y	Agency secures funding approval from the local government (non-Comp Board agencies) or jail board (Comp Board agencies). The agency's procurement specialist will know how to do this. SEE NOTE AT END REGARDING AMOUNTS AVAILABLE NOW.
6	Y	Y*	Y*	Y*	If the agency has locality approved funding, the agency (Sheriff/Superintendent) sends an edocket request to the Compensation Board requesting the purchase price of the equipment by accessing the Compensation Board website at www.scb.virginia.gov , selecting 'Restricted Access' and then the 'Mid-Year Budget Amendment (docket) Request'. If the agency does not currently have locality approved funding or cannot otherwise purchase the equipment and have it installed prior to May 15, the Sheriff/Superintendent should submit a request for funding in his/her Compensation Board annual budget request in the month of January. If approved by the Compensation Board, the Sheriff/Superintendent will be notified on or before May 1 of each year and the funding will be available on July 1. NOTE: Any equipment request made during the fiscal year is placed on the Compensation Board docket for board approval at the stressed amount. The stress factors are found on the Compensation Board website (www.scb.virginia.gov), under 'Policies and Procedures' and then under 'Fiscal Stress Factors'. Sheriffs/Superintendents will be notified of Compensation Board action on their requests by e-mail.
7		Y	Y		Agency contacts VSP to discuss Live Scan Policies and Procedures as well as explain the purchase process, property requirements and network configuration.
8		Y			If agency does not have a VCIN terminal, agency orders Contivity box according to instructions from VSP (provided during step 7). to enable a secure network to VSP for Live Scan transmissions.
9		Y			VSP sends a letter of intent to the agency which is signed and returned to VSP.
10	Y	Y			VSP sends a letter to the Compensation Board approving the agency for Live Scan.
11		Y			VSP sends a Live Scan Agreement letter to the agency and it must be signed and returned to VSP.

12	Y	Y	Y	Y	Upon Compensation Board approval of the equipment, two (2) letters must be sent to the Compensation Board from the locality. One will come from the Sheriff or Superintendent and the other will come from the County Administrator, City Manager or Jail Authority Chairman stating that it is their understanding that: - The funds must be expended by May 15 of that fiscal year; - The Compensation Board is not responsible for any additional operating costs; - The Compensation Board is not responsible for any maintenance costs; and - The Compensation Board is not responsible for any additional personnel to operate the equipment.
13		Y	Y	Y	Agency orders equipment directly from the vendor.
14		Y	Y		Network lines are installed by the agency and static IP addresses are assigned by the agency or VSP.
15		Y	Y	M	Vendor installs Live Scan equipment at the agency location and conducts system manager training.
16		Y	**		VSP Live Scan trainer conducts operator training at the agency location and agency is in pilot (test) mode, submitting prints to VSP.
17		Y	**		VSP reviews pilot data and after a period of time (Live Scan: usually 30 days Mugshots: usually right away) the system or function is placed into production. NOTE: Once the machine is in production, all adult criminal bookings done at the agency's location must be submitted using the Live Scan equipment regardless of the arresting agency.
18	Y	Y*	Y*	Y*	Sheriff/Superintendent must request reimbursement from the Compensation Board in the monthly SNIP/COIN system by May 15th of the fiscal year in which the equipment was approved in order for the locality to receive reimbursement of the Live Scan equipment. If reimbursement is not requested by May 15, the funds will NOT carryover to the next fiscal year and the agency will NOT be reimbursed by the Compensation Board.

* This is true for Compensation Board funded agencies.

** If necessary.

M Maybe - depends on if agency orders installation. Mugshot upgrade does not require training but does require agency calling to have IDS easily configured and sending a live test to ensure everything is working properly.

Questions regarding Compensation Board funding for Live Scan equipment should be addressed to:

- Rick Burkett (County Sheriffs) at (804) 225-3463 or rick.burkett@scb.virginia.gov
- Kimberlee Goins (City Sheriffs/Regional Jails) at (804) 225-3435 or kimberlee.goins@scb.virginia.gov
- Charlene Rollins (Customer Service Manager) at (804) 225-3321 or charlene.rollins@scb.virginia.gov
- Wade Jewell (Budget & Finance Manager) at (804) 225-3414 or wade.jewell@scb.virginia.gov

Questions regarding any other purchasing/installation question:

Please visit the Live Scan area of the VSP website: at http://www.vsp.state.va.us/cjis_livescan.htm

(text: http://www.vsp.state.va.us/cjis_livescan.htm) to see if the concern is addressed there. VSP also maintains an interactive forum for discussion of these issues - there is a link from the page listed above, and contact information is on the page.

NOTE REGARDING COMPENSATION BOARD FUNDS AVAILABLE NOW:

While many equipment options are available, the maximum amount the Compensation Board will consider for reimbursement is:

- \$12,910 for LiveScan with digital camera (Note 1)
- \$10,380 for LiveScan without digital camera (Note 2)
- \$3,425 for LiveScan Digital Camera upgrade (Note 3)
- \$2,065 for LiveScan Digital Camera upgrade for Cross Match (Note 4)

Note 1: The following equipment comprises the maximum amount of \$12,910 available for Compensation Board reimbursement:

Heimann LS1 LITE-Xe 10-Print Scanner	\$5,180
Windows XP Pro Desktop PC with 17" CRT Monitor – 3.2 GHz Pentium 4, 512MB RAM, 120GB HD, CD-RW/DVD, UPS unit included	\$1,160
FBI Certified Lexmark T-630N Printer with duplexer and additional 250 sheet tray	\$1,720
Mugshot Camera Capture Kit with Sony EVI	\$1,770
Mugshot Lighting Kit – 1000 watt dimmer switch, two 3½ foot tracks, track coupler, wire feeder, track end piece, two canopies, two 300 watt bulbs, one pint 18% grey paint	\$455
Onsite Installation & Administrative Training	\$1,290
3 rd party licensed software which is required:	
Fortress – for security	n/a
Aware NISTPack***	<u>\$1,030</u>
Base System Cost with Least Expensive Fingerprint Deck	\$12,605

Canon Powershot A510 - Backup	<u>\$305</u>
-------------------------------	--------------

Total with Digital Camera	\$12,910
----------------------------------	-----------------

Note 2: The following equipment comprises the maximum amount of \$10,380 available for Compensation Board reimbursement:

Heimann LS1 LITE-Xe 10-Print Scanner	\$5,180
Windows XP Pro Desktop PC with 17" CRT Monitor – 3.2 GHz Pentium 4, 512MB RAM, 120GB HD, CD-RW/DVD, UPS unit included	\$1,160
FBI Certified Lexmark T-630N Printer with duplexer and additional 250 sheet tray	\$1,720
Onsite Installation & Administrative Training	\$1,290
3 rd party licensed software which is required:	
Fortress – for security	n/a
Aware NISTPack***	<u>\$1,030</u>

Total Base System Cost with Least Expensive Fingerprint Deck without Digital Camera	\$10,380
--	-----------------

Note 3: The following equipment comprises the maximum amount of \$3,425 available for Compensation Board reimbursement for a LiveScan upgrade with Backup Digital Camera:

Mugshot Camera Capture Kit with Sony EVI	\$1,770
Mugshot Lighting Kit – 1000 watt dimmer switch, two 3½ foot tracks, track coupler, wire feeder, track end piece, two canopies, two 300 watt bulbs, one pint 18% grey paint	\$455
Installation of Camera Upgrade (ID Networks)	\$895
Canon Powershot A510 Backup	<u>\$305</u>
Total	\$3,425

Note 4: The following equipment comprises the maximum amount of \$2,065 available for Compensation Board reimbursement for a LiveScan upgrade with Backup Digital Camera for Cross Match Units purchased with a Sony EVI from CrossMatch:

Mugshot Camera Capture Video Card	\$410
Mugshot Lighting Kit – 1000 watt dimmer switch, two 3½ foot tracks, track coupler, wire feeder, track end piece, two canopies, two 300 watt bulbs, one pint 18% grey paint	\$455
Installation of Camera Upgrade (ID Networks)	\$895
Canon Powershot A510 Backup	<u>\$305</u>
Total	\$2,065